

Records Control Schedule VB-1, Part II, Revised Central Office

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Veterans Benefits Administration
Washington DC 20420

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INTRODUCTION

A. PURPOSE AND INSTRUCTIONS FOR USE

1. The purpose of the VBA records control schedule is to provide authority for prompt and orderly disposition of records, when appropriate, and to provide for the retention of records of permanent value. The records control schedule is required by Federal statute and the instructions contained in it are mandatory. The VBA Supplement to MP-1, part II, chapter 1, provides procedures for requesting deviation from instructions when conditions so warrant.

2. The VBA records control schedule is the sole authority for final disposition of records under the jurisdiction of the Veterans Benefits Administration. Part II, which covers Central Office records, is separated into two sections. Section I contains general and administrative records which are generally common to more than one service and section II contains records maintained in accordance with the subject-numeric classification guide (OI-1, pt. I, ch. 4, app. B) and records unique to the various program elements.

a. The title and/or description column contains the qualifying and restrictive description of material identified under each item number. When the description includes the term "or equivalent," the disposition authority applies to predecessor and successor records and records used in the same manner and for the same purpose as the records described.

b. The disposition column contains instructions applicable to material described in the title and/or description column. Instructions may be for permanent retention, transfer, retirement, or destruction.

c. The authority column includes the source of the disposition instructions. This is used primarily by the Administrative Support Staff. The column also includes the identification of nonrecord material. All material not specifically identified as nonrecord in this column is classed as record material.

3. Definitions applicable to this schedule:

a. Disposal—The physical removal of records by destruction, sale as wastepaper or other forms of salvage.

b. Disposal Authority—The legal authorization for the disposal of records.

c. Disposition—The actions taken with regard to records following their appraisal. The actions include transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible repository, image reproduction, or destruction.

d. Retention—Continued keeping of records; the positive aspect of disposition.

e. Retention period—The period of time records must be kept before they are eligible for disposal, usually stated in terms of months or years, but sometimes contingent upon occurrence of an event.

f. Retirement—Transfer of less active or inactive records to storage at an FRC (Federal Records Center) or an archival agency.

B. DISPOSITION OF PERSONAL PAPERS AND OFFICIAL RECORDS

1. Federal law and related regulations require that agency officials and personnel be made aware of established procedures for maintaining personal papers and ensuring the security and integrity of official records.

2. The definition of official records, as cited in 44 U.S.C. 3301, covers materials made or received either in pursuance of Federal law or in connection with the transaction of public business, and includes "... all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics ..." The definition of personal papers covers material pertaining solely to an individual's private affairs. When material of this nature is kept in the office of a Federal employee, it will be clearly designated as nonofficial and filed separately from official records. In instances when matters involving the transaction of official business are included in private personal correspondence, that portion pertaining to official business will be extracted and made a part of the official files.

3. The definition of records, as cited in 44 U.S.C. 3301, excludes "... extra copies of documents preserved only for personal convenience of reference." Such copies are considered as nonrecord material and are disposable without reference to Federal law. They may be retained in personal files provided such retention does not decrease official agency record holdings, violate national security, privacy or other confidentiality aspects protected by law, nor detract from normal administrative economies.
4. Unlawful removal and/or destruction of records in agency custody are governed by specific provisions of 44 U.S.C. ch. 33 with criminal penalties provided for under 18 U.S.C. 2071. Unlawful disclosure of certain information pertaining to national security carries penalties under 18 U.S.C. 793, 794, and 798. Employees are legally responsible for reporting to the Records Officer any actual or threatened unlawful loss or removal of official records.
5. The Records Officer is responsible for monitoring compliance, on a regular basis, with the requirement for identifying and maintaining personal papers separately from official records as well as the requirement for ensuring the security and integrity of official records.

C. CONVENIENCE FILES

1. POLICY

- a. A convenience file is a temporary file of informational papers, such as printed or duplicated copies of publications, extra copies of correspondence, completed forms, reports used as reading files, and other material considered as working papers, which are kept conveniently near the user(s) for immediate reference.
- b. Convenience files will be maintained in minimum numbers, in minimum volumes and physically separated from official files in order to serve as ready reference and for easy disposal.
- c. Convenience files are identified under a variety of names. The most common are:
 - (1) **Reading Files.** Reading files contain copies of correspondence and other documents prepared in addition to official file copies and are maintained or circulated for informational purposes. Most often, reading file material is arranged by date only. However, reading files are also known as alphabetical, subject, station, division, history, precedent, general and/or miscellaneous files; the material is arranged by date under the title assigned. The term "history" should not be used in connection with reading files since directives require keeping certain history files of official papers.
 - (2) **Suspense Files.** These consist of copies of papers, arranged by due date of pending action, and are used as ticklers for followup purposes.
 - (3) **Working Files.** Working files contain originals, record or nonrecord copies, printed or duplicated material, etc., accumulated on a current project or study and kept at action level. These are all papers which may be kept together for ready reference until completion of an assignment or job. Record material in this type of convenience file will ultimately become part of official files.
 - (4) **Control and Index Files.** These may consist of copies of papers but usually are cards which are maintained for administrative control or index purposes.
 - (5) **Handout Files.** These consist of copies of material, usually printed or otherwise reproduced, which are in excess of immediate needs and kept in volume for handing out when requested or forwarding with other material as informational attachments. There must be a valid need for every file. Since convenience files have only limited reference and administrative uses, cost and value should be seriously considered before the decision is made to start a file or to continue one already begun.

2. MAINTENANCE. Convenience files will be arranged to provide quick reference, simple maintenance and easy disposal.

- a. Convenience files, except working files, will contain nothing which properly belongs in the official files. Record material kept with nonrecord material in working files will be sent to the official files when the accumulation is ready for filing.

- b. Convenience files, other than reading and suspense files, will be arranged by subject.
- c. The files should be kept in an orderly and uniform manner, folders and drawers labeled as to contents, papers neatly filed within folders, etc.
- d. Chronological cutoffs of the files will be established and observed.
- e. Any folders, guides, labels, etc., except those specified for mandatory use in official files, may be used in the maintenance of convenience files.
- f. Convenience files will be housed in less expensive or less desirable filing equipment. They may be filed in any standard filing equipment of proper size except fire resistant, locked, and the like, which will be reserved for records needing special protection.

3. DISPOSITION

- a. Convenience files will be disposed of in accordance with the authorities in this records control schedule.
- b. Piecemeal disposal of individual papers upon completion of an action such as suspense, transmittal, receipt of superseding information, etc., may be done by the office having custody of the files. When the action occurs, the paper is immediately withdrawn from file and discarded. This keeps the filed information current and the volume of the file fairly constant. An accounting of the volume of records destroyed in this manner should be maintained for inventory purposes.
- c. Convenience files will be kept in the custodial office until eligible for bulk or piecemeal destruction. Under no circumstances will they be removed for storage.

SECTION I

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-1	Charge and recharge mediums. Single and multiple entry, consisting of cards, slips, sheets, lists and other mediums used to show organizational elements in possession of folders or material removed from filing equipment.	Destroy when records for which the charge was originally made have been returned to file and no further entries can be made on the charge. Destroy recharge mediums after appropriate charge records have been changed to indicate organizational elements currently in possession of the records.	VBA approved as nonrecord.
1-2	Control files.		
1-2.1	Control files. Single and multiple entry. Cards of all types, lists and logs, used solely for convenience of control operations and reference, and prepared when local control is required by directives, or operational needs over such activities as the distribution, release and return of certain papers and forms; the progress of work from assignment to completion; follow-up on actions due within specific periods of time; and similar local control activities. INCLUDES discontinued control files. EXCLUDES control files used for fiscal and accounting purposes.	Destroy after control is no longer needed over the related document or action and/or no further entries can be made on the control medium. Destroy discontinued file immediately after discontinuance.	VBA approved as nonrecord.
1-2.2	Control Files. Continuing and discontinued. Cards, recharge slips used for control purposes, lists and logs showing the receipt and release of correspondence, veterans' folders and miscellaneous material and folders maintained solely for convenience of operations. EXCLUDES Classified Material Receipt (Classified Document Accountability Record, VA Form 50-4245) File.	Destroy 30 days after related material or cases are charged out, dispatched, or after last item listed on logs and lists has been charged out or dispatched. Destroy discontinued file immediately after discontinuance.	VBA approved as nonrecord.
1-3	Diary card or similar mediums (original and copies) prepared and used solely as suspense notice for future date action (INCLUDES cards, forms, books, logs, etc.)	Destroy after no longer required for control purposes.	VBA approved as nonrecord.
1-4	Index files. Card files of all types, prepared in addition to index card files required by directives, maintained and used solely for convenience of operations and reference purposes.	Destroy after purposes has served.	VBA approved as nonrecord.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-5	Individual job requirements prepares by supervisors in operating offices.	Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.	GRS 1, item 18a.
1-6	Material that will not be filed in or may be removed from veterans' folders and from general administrative files.		
1-6.1	Duplicate material. Copies which duplicate the record copy; originals when the duplicates are the official record copies. INCLUDES courtesy, suspense, control, and other duplicate copies of letters, memorandums and forms; copies or photocopies of documents, except those to be returned to sender. EXCLUDES material specifically required to be filed by VA directives.	Destroy after determining that the official record copy or original is in file.	VBA approved as nonrecord
<i>NOTE: Duplicate copies are carbon copies made at the same time as the originals, and photocopies or other reproductions, which have no additional notations of record value.</i>			
1-6.2	Originals and copies of redundant material with no administrative, legal, fiscal, or historical reference value after it has served the transmittal and/or control purpose for which it was created, such as suspense and control copies of forms, correspondence, and memorandums prepared solely for purpose of suspense, pending, or follow-up, and which do not contain notations of record value, flashes, diary cards, envelopes, transmittal mediums, including those returned as acknowledgments or receipts and which do not contain notations of record value. EXCLUDES material specifically required to be filed by VA directives.	Destroy after transmittal and/or control purpose has been served.	VBA approved as nonrecord
1-6.3	Nonrecord sensitive material extracted from the files, claims folders, and other systems of storage (includes but not limited to records pertaining to treatment for Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), alcohol abuse, drug abuse and Sickle Cell Anemia) which is compromised of more than a veteran's name and file number.	Deposit in designated receptacles daily. Destroy by shredding or mutilation. (See VBA Supplement MP-1, part II, chapter I, for specific procedures pertaining to destruction of restricted/sensitive material.)	VBA approved as nonrecord

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-6.4	Computer system printouts/reports not authorized to be filed in veterans' folders or official files (paper or microfiche).	Destroy by shredding or mutilation after control purpose has been served or upon receipt of succeeding printout/report. (See VBA Supplement MP-1, part II, chapter 1, for procedures pertaining to destruction of restricted/sensitive material)	VBA approved as nonrecord
1-6.5	Copies of documents maintained outside of the Office of Personnel and Labor Relations which are duplicated in the Official Personnel Folder.	Destroy when 6 months old.	GRS 1, item 18b.
1-8	Preliminary and intermediate drafts, worksheets, interim reports, and related papers which contain data that do not reflect significant steps in the development of policy or procedure. EXCLUDES project working papers.	Destroy after data are transcribed to more finished documents or permanent records, or after end product for which material was prepared has been abandoned.	VBA approved as nonrecord
1-9	Project working papers, including background material, studies, analyses, notes, rough drafts, interim reports, and related papers pertaining to the project (originals and copies). EXCLUDING final manuscript and related history file documenting the inception, scope, procedure, accomplishment, and coordination, such as initialed copies of manuals, technical bulletins, and other issues and memorandums.	Destroy 6 months after final action or 3 years after completion of report if no final action is taken.	VBA approved as nonrecord
1-10	Reference Publications.		
1-10.1	VA publications and directives, such as bulletins, circulars, catalogs, manuals, VA Regulations, all station letters, interim issues, pamphlets, bound volumes, and similar publications issued for regulatory or informational purposes; and publications from other government or state agencies, private concerns, or other sources. EXCLUDES publications concerning VA program for emergency planning and records and publications filed in the Administrative Issues History Files.	Destroy obsolete copies when replaced by current directives and/or when no longer required in daily operations. Destroy current copies which are in excess of reference needs.	VBA approved as nonrecord

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-10.2	Departmental directives concerning the VA program for emergency planning such as VA manuals and changes thereto, letters, memorandums, and similar mediums including classified material. EXCLUDES the Administrative Issues History Files.	Destroy by shredding when suspended or obsolete.	VBA approved as nonrecord
1-10.3	Occupational information reference file. Compendia in which occupations are defined, coded, and classified, occupational descriptive literature and periodicals; legislation and related information affecting labor and employment; catalogs, bulletins, and publications from educational institutions and trade and technical schools; reports of occupational surveys; indices of employment opportunities and employers and of agencies cooperating in employment placement; reference books and bibliographies.	Destroy when replaced, rescinded, or rendered obsolete.	VBA approved as nonrecord
1-11	Reading Files. Copies other than official file copies of correspondence, executed forms and form letters, and reports maintained by date, source, organizational element, or locally devised subjects and kept conveniently near the user(s) for immediate reference purposes.	Destroy when no longer needed for reference or 1 year after close of the year in which prepared, whichever is earlier.	VBA approved as nonrecord
1-12	Recording mediums used for recording dictation, conferences, interviews, depositions and hearings. INCLUDES stenographers' notebooks, stenotype tapes, discs, tapes, belts, cylinders, cassettes and similar mediums. EXCLUDES recordings of personal counseling interviews, Vocational Rehabilitation Service.	Destroy stenographers' notebooks and stenotype tapes after transcribing notes. Remove discs, tapes, belts, cylinders, and cassettes from file for reuse after transcribing to paper records and after verification for accuracy and necessary certification. If no transcription is required, remove from file for reuse when no longer needed for purpose for which created. Destroy when no longer usable.	VBA approved as nonrecord

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-13	Correspondence on matters which are general and routine in nature, and replies thereto which involve no administrative action beyond the simple reply to the inquiry, no policy decisions, and no special compilations or research; requests for information, publications, rates, files, and operating details; notifications of visits and cancellations of visits and correspondence pertaining to hotel reservations, courtesy replies and letters of acknowledgment and referral.	Destroy after no longer needed for reference or 1 year after close of year in which prepared, whichever is earlier.	National Archives Job NN 166-41.
1-14	Veterans General Name File (aka 801 File). Unnumbered, unidentified portion of veterans' files containing records which would be of no value in establishing or documenting an individual's claim or application for benefits or insurance.	Destroy 1 year after calendar year in which received or in which reply, if any, is made.	National Archives Job II NNA 2637.
1-15	Consolidated Memorandum Receipt File. Contains Consolidated Memorandum Receipts, Adjustment Vouchers, and inventory lists in hard copy or electronic form.	Destroy 2 years from date of list.	GRS 3, item 9a.
1-16	Custody Receipt File. Consists of signed receipts for portable, Government-owned nonexpendable property (computer printouts or equivalent).	Destroy when employee has been cleared of responsibility.	National Archives Job NNA 2566.
1-17	Inventory Requisition File. Contains copies of VA Form 90-2237, Request, Turn-in, and/or Receipt for Property or Services or equivalent.	Destroy when 6 months old.	GRS 3, item 8b.
1-18	Report of survey files and other papers used as evidence for adjustment of inventory records.	Destroy 2 years after date of survey action or date of posting medium.	GRS 3, item 9c.
1-19	General administrative correspondence files pertaining to internal procurement operations and administration matters and related papers not covered elsewhere in this schedule.	Destroy when 2 years old.	GRS 3, item 2.
1-20	Open Market File, Consists of VA Form 90-125, Request for Office Machine Repairs, SF 18, Exception to Request for Quotation, Rejection and Delinquency Reports, or equivalent, and related correspondence.	Destroy after 3 fiscal years and after survey by Supply Representative.	National Archives Job II NNA 3005.
1-21	Requests for building and equipment maintenance services EXCLUDING fiscal copies.	Destroy 3 months after work is performed or requisition is cancelled.	GRS 11, item 5.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-22	Microfilm of Master Index File.	Offer to NPRC when no longer needed for reference purposes.	National Archives Job 15-80-18.
1-23	Requests for forms or publications made by form (VA Form 3-3242, Forms or Publications Requisition and Shipping Document, or equivalent), letter or memorandum including acknowledgments, replies, and related papers.		
1-23.1	Requests for accountable forms.	Destroy when 3 months old.	National Archives Job 351-S340.
1-23.2	Requests for nonaccountable forms EXCLUDING all requests from veterans, service organizations, etc., which may be considered informal claims.	Destroy when 3 months old.	National Archives Job 349-S172.
1-23.3	Requests for publications.	Destroy when 3 months old or when no longer needed, whichever is sooner.	GRS 14, item 1.
1-24	Administrative Reports File. Contains copies of all personnel reports showing progress, projecting future personnel requirements, providing budgetary information, and providing data necessary for the preparation of reports required by VA or other Government agencies.	Destroy when 2 years old.	National Archives Job II NNA 2413.
1-24.1	Personnel Correspondence Files. Correspondence reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at department staff planning levels.	Destroy when 3 years old.	GRS 1, item 3.
1-25	Applications for Federal Employment File and supporting papers and correspondence relative thereto, INCLUDES SF's 171 and 171a, Application for Federal Employment, and SF 172, Amendment to Personal Qualifications Statement. EXCLUDES records relating to appointments requiring Congressional or Presidential attention and applications resulting in appointment files in the official personnel folder.	Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, provided the requirements of the Federal Personnel Manual, chapter 333, section A-4 are observed.	GRS 1, item 15.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-26	Employee individual management potential development plans, including data used in plan development, such as: personal employment data, employee self analysis of development needs, committee appraisal records and related records.		
1-26.1	Individual development plan of training program activities.	Destroy after becoming obsolete or after preparation of new plan and after documentation of personnel folders with pertinent data.	National Archives Job NN 168-21.
1-26.2	Records used in preparing individual development plans.	Destroy after the development plan has been formulated.	National Archives Job NN 168-21.
1-27	Optional Form 8, Position Description or equivalent. Files describing established positions including information on title, series, grade, duties and responsibilities.		
1-27.1	Record Copy.	Destroy 2 years after position is abolished or description superseded.	GRS 1, item 7b.
1-27.2	All other copies.	Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.	GRS 1, item 18a.
1-28	Service Record Card, VA Form 5-4644-2, or equivalent.	Destroy obsolete cards after replacement with current cards; destroy cards on separated employees after separation and after determination is made to abolish the position.	National Archives Job NN 167-12.
1-29	Statement of employment and financial interests and related papers.	Destroy when 6 years old; EXCEPT documents needed in an on-going investigation will be retained until no longer needed in the investigation.	GRS 1, item 24b.
1-30	Employee Record Cards. Cards used for informational purposes outside personnel offices.	Destroy on separation or transfer of employee.	GRS 1, item 6.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-31	Training Records.		
1-31.1	General files of agency-sponsored training		
1-31.11	Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.	GRS 1, item 29a(1).
1-31.12	Background and workpapers.	Destroy when 3 years old.	GRS 1, item 29a(2).
1-31.2	Employee Training. Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1, item 29b.
1-31.3	Course Announcements Files. Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.	Destroy when superseded or obsolete.	VBA approved as nonrecord.
1-33	VA Form 4-1098, Request for and Authorization of Overtime Work, or equivalent.		
1-33.1	Originating office approved request-compensation will be paid or compensatory time granted (copies).	Destroy 6 months after the end of the pay period.	GRS 2, item 3a(2).
1-33.2	Originating office disapproved requests, originals and copies.	Destroy after receipt by requesting official.	National Archives Job NN 166-99.
1-34	Security Violations Logs/Reports, Security Data Logs, Sensitive File Data Logs, Security Activity Lists, INCLUDES computer generated reports No. D601, COIN INS-0001, COIN INS-0010, COIN INS-0011 and COIN CARS 0109.	Destroy by mutilation or shredding when 2 years old.	National Archives Job NC1-15-84-2.
1-35	Consolidated Security File Listings.	Destroy by mutilation or shredding when 2 years old.	National Archives Job NC1-15-84-2.
1-36	Combined Sensitive File Update Informational Log (Monthly and Yearly Listings).	Destroy by mutilation or shredding when 2 years old.	National Archives Job NC1-15-82-10.
1-37	Sensitive File Microfiche.	Destroy by mutilation or shredding when 2 years old.	National Archives Job NC1-15-84-8.
1-38	Sensitive File Suspense Data Report.	Destroy by mutilation or shredding when 1 year old.	National Archives Job NC1-15-84-8.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-39	Journal Extracts.	Destroy by mutilation or shredding when 1 year old.	National Archives Job NC1-15-84-8.
1-40	Target System Transaction Reports (printouts) INCLUDES D-660, Total Transaction Listing (daily) and D-665, Total Transaction Listing (weekly).	Destroy by mutilation or shredding when 3 months old.	National Archives Job NC1-15-83-4.
1-41	Terminal Access Request, VA Form 20-8824, or equivalent.	Destroy 90 days after deletion of employees name from the system or immediately after a new request has been issued for that employee.	National Archives Job NC1-15-84-2.
1-42	Request for reproduction services files consisting of copies of VA Form 3-7700, Request for Reproduction Services, VA Form 3-7700c, Stock Replenishment Request or equivalent EXCLUDING Finance Division copies that are needed for audit purposes and copies maintained in the official history file.	Destroy 2 months after receipt of stock.	National Archives Job NN 169-11.
1-43	Control registers pertaining to requisitions and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.	GRS 13, item 3.
1-45	Systematic Analyses of Operations Report (copies received from field stations).	Maintain in open file until out-of-line situation is corrected. Transfer to closed file. Destroy when 3 years old.	National Archives Job N1-15-86-1.
1-46	VA Form 70-4535, Notice of Employment, Transfer or Separation of Veteran.	Destroy by shredding after information has been entered or deleted as appropriate, from the Target Sensitive File.	Department approved as nonrecord.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-47	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity created and maintained in hard copy or electronic form. Materials determined to be "personal records" are not covered by this item.		
1-47.1	Records containing substantive information relating to official activities, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files. EXCLUDING records relating to the official activities of high government officials (see note below).	Destroy or delete when 2 years old.	GRS 23, item 5a.
<p><i>NOTE: High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.</i></p>			
1-47.2	Records that are unique, substantive, and relate to the activities of high level officials (see note above).	Retain Disposition Pending.	
1-47.3	Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into official files.	Retain or delete when no longer needed.	GRS 23, item 5b.
1-48	Personal Injury Files. Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cut-off.	GRS 1, item 31.
1-49	Audiovisual Records.		
1-49.1	Photographs of routine award ceremonies, social events and activities not related to the mission of the department.	Destroy when 1 year old or when no longer needed.	GRS 21, item 1.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-49.2	Video recordings acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.	GRS 21, item 14.
1-49.3	Video recordings (rehearsal) of "role play" sessions with veterans concerning job interview situations.	Destroy one year after completion of training program.	GRS 21, item 17.
1-50	Application for Leave, SF 71 or equivalent, and supporting papers relating to requests for and approval of taking leave EXCLUDING application for leave taken immediately prior to separation.		
1-50.1	If the timecard has been initialed by the employee.	Destroy at the end of the applicable pay period.	GRS 2, item 8a.
1-50.2	If the timecard has not been initialed by the employee.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, item 8b.
1-51	Flexitime Attendance Records. Supplemental time and attendance records, such as VA Form 4-5283, Weekly Attendance Records (flexitime), or equivalent and work reports, used for time accounting under the flexitime system.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, item 3b.
1-52	Word Processing Files. Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes.		
1-52.1	When used to produce hard copy which is maintained in organized files.	Delete when no longer needed to create a hard copy.	GRS 23, item 2a.
1-52.2	When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy that have been authorized for destruction.	Delete after the expiration of the retention period authorized for the hard copy by this schedule.	GRS 23, item 2b.
1-53	Administrative Data Bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction, if the hard copy records are maintained in official files.	Delete information in the data base when no longer needed.	GRS 23, item 3.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-54	Electronic Spreadsheets. Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes.		
1-54.1	When used to produce hard copy which is maintained in organized files.	Delete when no longer needed to update or produce hard copy.	GRS 23, item 4a.
1-54.2	When maintained only in electronic form.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or this schedule. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.	GRS 23, item 4b.
1-55	Reports File. Narrative and summary statistical recurring and nonrecurring reports required for reporting to higher echelon; feeder reports required for compiling reports for internal management; sampling reports; computer-generated reports and related papers, including those transmitted electronically.		
1-55.1	Copies of reports submitted to higher echelon.	Destroy 1 year after the close of year report is submitted to requesting office.	VBA approved as nonrecord.
1-55.2	Original and copies of reports received from field stations; e.g., VA Form 23-8898, Mailing Cost Report.	Destroy 1 year from date the report is prepared.	VBA approved as nonrecord.
1-56	Tracking and Control Records including logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records.	Destroy when no longer needed.	GRS 23, item 8.
1-57	Diskettes used for backup of glossary documents.	Retain diskettes until glossary document is replaced or no longer useful.	VBA approved as nonrecord.

GENERAL AND ADMINISTRATIVE RECORDS

Item No.	Title and/or Description	Disposition	Authority
1-58	Transitory records including electronic mail on the WANG System.	Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.	VBA approved as nonrecord.
1-59	Finding Aids (or indexes) including indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, Request For Records Disposition Authority EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Destroy or delete with the related records or sooner if no longer needed.	GRS 23, item 9.

SECTION II

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

A. SUBJECT-NUMERIC RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-1	APPEALS. Records regarding appeals for benefits administered by VA with appellate jurisdiction in the Board of Veterans Appeals.	Retain. (Revised disposition pending.)	
2-2	AUTHORIZATIONS. Records relating to authorizations and delegations of authority pertaining to broad, general activities and functions. (Records which pertain to specific programs or functions are authorized for disposition under the pertinent subject.)		
2-2.1	Delegations of authority issued by memorandum, letter, or other formal medium.	Destroy 5 years after cancellation.	National Archives Job NN 164-4.
2-2.2	Identification slip-delegation of authority (VA Form 4505 series) authorizing the making of investigations, taking affidavits, etc.	Destroy after cancellation and after posting cancellation data to list.	National Archives Job II NNA 34.
2-3	BENEFITS. Correspondence, memorandums, reports, studies, reviews, and related material pertaining to veterans' benefits, including waivers of overpayment, adjusted compensation, burial, compensation and pension, loan guaranty, special vehicle and housing, special monthly benefits for certain disabled veterans, vocational rehabilitation and education, veterans' assistance, and forfeiture of benefits.		
2-3.1	Material documenting significant policy and precedent actions.	Retain. (Revised disposition pending.)	
2-3.2	Material documenting specific and general questions received from VA elements, other agencies, veterans' service organizations, congressional sources, and the general public.	Destroy when 2 years old.	National Archives Job NN 163-4.
2-4	BENEFITS-MEDICAL. Correspondence, memorandums, and other papers relating to medical and dental care and treatment and hospitalization programs for veterans.		
2-4.1	Records documenting significant accomplishments, exceptions, decisions, establishment or revision of policy, procedures and directives.	Retain. (Revised disposition pending.)	

SUBJECT--NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-4.2	Records documenting routine, repetitive activities conducted in accordance with the department's and agency's policies and procedures and routine inquiries for information.	Destroy when 5 years old.	National Archives Job NN 163-4 and NN 164-4.
2-5	BOARDS-COMMITTEES. Records pertaining to meetings, minutes, and reports of boards, committees, panels, societies, associations, councils, and similar organized bodies, EXCLUDING records pertaining to organization of VA Board of Veterans Appeals or Board of Waivers.		
2-5.1	Material documenting inception, scope, objectives, and accomplishments affecting policy or establishing precedent in operations and administration.	Retain. (Revised disposition pending.)	
2-5.2	Material pertaining to organization, objectives, programs, and meetings of informal, internal committees and routine nonpolicy activities, operations or administration.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	GRS 16, item 8b(2).
2-6	CONFERENCES. Correspondence, memorandums, minutes, reports, and related material pertaining to conferences and meetings in which departmental personnel participate or in which matters of interest to the department are considered. (Records pertaining to conferences and meetings of associations, boards, etc., are authorized for disposition under Boards-Committees.)		
2-6.1	Material pertaining to the organization, objectives, agenda, and accomplishments of formal or official conferences or meetings.	Retain. (Revised disposition pending.)	
2-6.2	Material relating to invitations to conferences, acceptances or regrets, inquiries, courtesy correspondence, and similar material of a transitory nature.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	GRS 16, item 8b(2).
2-7	DEFENSE AND DISASTER. Records pertaining to national and civil defense, and protection of life and property.		
2-7.1	Material which establishes departmental policy and procedures and documents departmental plans and operations in administering VA programs for continuity of operations in the event of serious disaster and for protection of life and property.	Retain. (Revised disposition pending.)	

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-7.2	Material which reflects routine day-to-day departmental operations in administering VA programs for continuity of operations in the event of serious disaster and for protection of life and property.	Destroy when 2 years old.	GRS 18, item 26.
2-7.3	Emergency Planning Case Files. Files accumulated by offices responsible for preparation and issuance of plans and directives. Contents include a copy of each plan or directive issued with related background papers.		
2-7.31	Record copy of each plan or directive issued, if not included in the department's permanent set of master directives files.	Retain. (Revised disposition pending.)	
2-7.32	Case file copy of plan or directive, if department record copy is maintained in a master directives file, and all related background materials.	Destroy 3 years after issuance of a new plan or directive.	GRS 18, item 27.
2-7.4	Emergency Operations Tests Files. Files accumulated from tests conducted under department emergency plans, such as instructions to members participating in the test, staffing assignments, messages, tests of communications and facilities, and reports, EXCLUDING consolidated and comprehensive reports.	Destroy when 3 years old.	GRS 18, item 28.
2-7.5	Classified material receipt and log sheets, EXCLUDING top secret.	Destroy when 2 years old.	GRS 18, items 2 and 4.
2-7.6	Top secret classified material receipts and log sheets.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.	GRS 18, item 5a.
2-8	FOREIGN AFFAIRS. Records pertaining to arrangements for providing veterans' services to veterans and their dependents residing in foreign countries and U.S. possessions not having regional office activity; international agreements and relations requiring VA-State Department cooperation.		
2-8.1	Material which documents policy or procedure, or which furnishes the basis for changes thereto, including copies of statistical information obtained from attached summaries and reports.	Retain. (Revised disposition pending.)	

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-8.2	Material which contains questions and answers to specific or general inquiries of a one-time nature, received within VA or from Department of State, other Government agencies, veterans' organizations, foreign beneficiaries or correspondents.	Destroy when 2 years old.	National Archives Job NN 163-4.
2-9	FOIA (Freedom of Information Act) RECORDS. Correspondence and other material pertaining to policy, programs, procedures, etc., related to implementation and administration of the Freedom of Information Act.		
2-9.1	FOIA Requests Files. Files created in response to requests for information under the Freedom of Information Act consisting of the original requests, a copy of the reply thereto, and all related supporting files which may include the official file copy of the requested record, or copy thereof.		
2-9.11	Correspondence and supporting documents, EXCLUDING the official file copy of the records requested, if filed therein.		
2-9.111	Granting access to all requested records.	Destroy 2 years after date of reply.	GRS 14, item 11a(1).
2-9.112	Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay department reproduction fees.	Destroy 2 years after date of reply, if not appealed.	GRS 14, item 11a(2)(a).
2-9.113	Denying access to all or part of the records requested.	Destroy 6 years after date of reply.	GRS 14, item 11a(3)(a).
2-9.12	Official file copies of requested records.	Destroy in accordance with approved disposition instructions for the related records or with the related FOIA request, whichever is later.	GRS 14, item 11b.
2-9.2	FOIA Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request and name and address of requester.		
2-9.21	Registers or listings.	Destroy 6 years after date of last entry.	GRS 14, item 13a.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-9.22	Other files.	Destroy 6 years after final action by VA or after final adjudication by courts, whichever is later.	GRS 14, item 13b.
2-9.3	FOIA Administrative Files. Records relating to the general departmental implementation of the FOIA, including notices, memorandums, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14, item 15.
2-9.4	FOIA Reports Files. Recurring reports and one-time information requirements relating to the departmental implementation of FOIA.		
2-9.41	Annual reports at departmental or agency level.	Retain. (Revised disposition pending.)	
2-9.42	Other reports.	Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14, item 14.
2-9.5	FOIA Appeals Files. Files created in responding to administrative appeals under the FOIA for release of information denied by the department, consisting of the appellant's letter, a copy of the reply thereto and related supporting documents which may include the official file copy of records under appeal or copy thereof.		
2-9.51	Correspondence and supporting documents EXCLUDING the file copy of the records under appeal if filed herein.	Destroy 6 years after final determination by VA or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later.	GRS 14, item 12a.
2-9.52	Official file copy of records under appeal.	Dispose of in accordance with approved department disposition instructions for the related record, or with the related FOIA request, whichever is later.	GRS 14, item 12b.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-10	HOUSEKEEPING. Records pertaining to cleanliness in offices, arrangement of furniture and furnishings, cleaning and janitorial service and related activities conducive to orderly and appropriate appearance of the workplace.		
2-10.1	Material which documents policy, precedent, exceptions and deviations from policy.	Retain. (Revised disposition pending.)	
2-10.2	Material which reflects answers to general inquiries of a one-time nature, and annual program promotional material.	Destroy when 5 years old.	National Archives Job NN 164-4.
2-11	INVESTIGATION. Records relating to broad or general investigations. (Records which pertain to investigation on specific matters are authorized for disposition under the pertinent subject; i.e., for personnel investigations, see Personnel item; for loan guaranty investigations, see Benefits item.)		
2-11.1	Investigations on fires, accidents, or similar incidents involving Government property or employees.	Destroy when 2 years old.	GRS 18, item 11.
2-11.2	Investigations on matters of minor nature.	Destroy when 2 years old.	GRS 18, item 11.
2-12	LEGAL. Records relating to legal activities of VA. (Records which pertain to legal matters concerning specific programs or functions are authorized for disposition under the pertinent subject.)	Retain. (Revised disposition pending.)	
2-13	LEGISLATION. Records relating to proposed legislation, executive orders, and proclamations affecting or of interest to the department.		
2-13.1	Analyses and studies on cost and statistical data; copies of Chief Benefits Director's recommendations to the Office of the General Counsel; printed copies of hearings, bills, etc., and related correspondence.	Destroy 10 years after inactivity.	National Archives Job NN 164-4.
2-13.2	Correspondence pertaining to routine information or requests.	Destroy when 2 years old.	National Archives Job NN 164-4.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-14	MANAGEMENT AND ORGANIZATION. Records relating to general management, management techniques, management reviews and evaluations, organization, and establishment of standards for improving procedures, operations, and performance. (Records pertaining to such specialized management programs as forms, records, reports and statistics, etc., are authorized for disposition under the related items.)		
2-14.1	Material documenting establishment or changes to policy, procedures, or organization.	Retain. (Revised disposition pending.)	
2-14.2	Material documenting routine or repetitive operations such as field station surveys, self-audits, top to bottom evaluations, statistical quality control, work measurement, manpower utilization, and related and similar material EXCLUDING internal audit reports.	Destroy when 5 years old.	National Archives Job NN 164-4.
2-14.3	Internal Audit Reports. Official copies with related comments, papers and material filed therewith.	Destroy when 10 years old.	National Archives Job II NN 3481.
2-15	OFFICE SYSTEMS AND METHODS. Correspondence, memorandums, studies and other material relating to automated data processing, office equipment and systems, mechanical research and development, electronic computers, wire and wireless communications, printing and duplicating systems, and related methods and techniques.		
2-15.1	Material documenting the development, analysis, installation, and evaluation of the office systems.	Retain. (Revised disposition pending.)	
2-15.2	Material documenting routine activities conducted in accordance with policy and directive issuances, routine inquiries, requests for additional guidance, and routine observation reports which are consolidated into a final evaluation or summary.	Destroy when 2 years old.	GRS 12, item 2a. GRS 13, item 1.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-16	PERSONNEL. Records which pertain to the administration of personnel activities and relate to performance awards, career development, ceiling and staffing, employee relations and activities, employee training and development, position classification and evaluation, employment, salary and wage administration, promotions, demotions, and personnel actions.		
2-16.1	Material which documents significant accomplishments, exceptions, and decisions.	Retain. (Revised disposition pending.)	National Archives Job NN 164-4.
2-16.2	Material which reflects routine, repetitive activities such as inquiries and replies thereto which involve no administrative action beyond the simple reply, no policy decision, and no special compilation or research; correspondence which is duplicated in or not needed for filing in the employee's Management Development, Official, Dummy, or Fee Personnel folder; and reports.	Destroy when 5 years old.	
2-17	PA (Privacy Act) RECORDS. Correspondence and related material pertaining to policy, programs, procedures, etc., related to the implementation and administration of the Privacy Act.		
2-17.1	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, EXCLUDING requests for information contained in a system of records; e.g., claims, insurance, or loan guaranty folders.		
2-17.11	Responses granting access to all requested records.	Destroy 2 years after date of reply.	GRS 14, item 21a(1).
2-17.12	Response to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees. REQUESTS NOT APPEALED.	Destroy 2 years after date of reply.	GRS 14, item 21a(2)(a).
2-17.13	Responses denying access to all or part of the records requested. REQUESTS NOT APPEALED.	Destroy 5 years after date of reply.	GRS 14, item 21a(3)(a).

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-17.14	Official file copy of requested records.	Dispose of in accordance with approved department disposition instructions for the related records, or with the related Privacy Act request, whichever is later.	GRS 14, item 21b.
2-17.2	Privacy Act Amendment Case Files relating to an individual's request to amend a record pertaining to that individual; to the individual's request for a review of VA's refusal of the individual's request to amend a record; and to any civil action brought by the individual against VA as provided under 5 U.S.C. 552a(g).		
2-17.21	Requests to amend agreed to by VA. INCLUDES individual's request to amend and/or review refusal to amend, copies of VA's replies thereto, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after VA's agreement to amend, whichever is later.	GRS 14, item 22a.
2-17.22	Requests to amend refused by VA. INCLUDES individual's request to amend and to review refusal to amend, copies of department's replies thereto, statement of disagreement, departmental justification for refusal to amend a record, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by VA or 3 years after final adjudication by the courts, whichever is later.	GRS 14, item 22b.
2-17.23	Appealed requests to amend. INCLUDES all files created in responding to appeals under the Privacy Act for refusal by VA to amend a record.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 3 years after final adjudication by the courts, whichever is later.	GRS 14, item 22c.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-17.3	Privacy Act Accountings of Disclosure Files. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent, when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.	GRS 14, item 23.
2-17.4	Privacy Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request and name and address of requestor.		
2-17.41	Registers or listings.	Destroy 5 years after date of last entry.	GRS 14, item 24a.
2-17.42	Other files.	Destroy 5 years after final action by VA or final adjudication by courts, whichever is later.	GRS 14, item 24b.
2-17.5	Privacy Act General Administrative Files. Records relating to the general departmental implementation of the Privacy Act, including notices, memorandums, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14, item 26.
2-17.6	Privacy Act Reports Files. Recurring reports and one-time information requirement relating to departmental implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.		
2-17.61	Annual reports at departmental or agency level.	Retain. (Revised disposition pending.)	
2-17.62	Other reports.	Destroy when 2 years old.	GRS 14, item 25b.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-18	PUBLIC INFORMATION AND PUBLICITY. Records relating to public releases through press, radio and other mediums.		
2-18.1	Correspondence with the public, organizations, Congress, or others expressing satisfaction or dissatisfaction with operations or activities; copies of material prepared for speeches, radio and television releases, newspaper and magazine clippings, and other work papers used in developing press or other releases and for reference in making replies to inquiries.	Destroy when 4 years old.	National Archives Job NN 164-4.
2-18.2	Routine requests for information and copies of replies; feeder information submitted by VBA to other Central Office elements or for special reports, and informational copies of releases, news digests, and other publications.	Destroy when 2 years old.	National Archives Job NN 164-4.
2-19	RECORDS AND INFORMATION MANAGEMENT. Records pertaining to written communications in information management activities, including mail, messenger, publications, library, micrographics, correspondence, printing and procurement, and form and form letter management and control.		
2-19.1	Original incoming and record copies of out-going communications, record copies of forms and reports and related material which documents policy and significant accomplishments.	Retain. (Revised disposition pending.)	
2-19.2	Original incoming and record copies of out-going communications, record copies of forms and reports and related material which documents routine, repetitive, non-policy and non-precedent activities.	Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.	GRS 16, item 7.
2-19.3	Form and Form Letter History Files containing original and supplemental requests for departmental standardized and local forms and form letters; printed copies of the forms and form letters; documents showing their inception, scope, program and/or administrative purposes served; related procedures instituted, superseded or cancelled.	Retain. (Revised disposition pending.)	

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-19.4	Supply controls including specifications and processing data, final type copy of form, issue and stock records, and related correspondence.	Destroy when related form is discontinued, superseded, or cancelled.	GRS 16, item 3b.
2-19.5	Records Management Files. Original records appraisals, record copies of Congressional disposal authorizations, original incoming and record copies of outgoing communications, record copies of forms and reports, and related materials which pertain to borrowing, disposition, documentation, inventory, loan, maintenance, microfilming, transfer and reconciliation of records, and release of information from records.		
2-19.51	Material which documents policy and significant accomplishments including records appraisal history files.	Retain. (Revised disposition pending.)	
2-19.52	Material which reflects routine, repetitive activities such as non-policy and nonprecedent correspondence and reports.	Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.	GRS 16, item 7.
2-19.53	Copies of basic documentation of records description and disposition INCLUDES SF 115, Request for Records Disposition Authority, SF 135, Records Transmittal and Receipt, SF 258, Request to Transfer, Approval and Receipt of Records to National Archives of United States, VA Form 70-7468, Request for Disposition of Records, VA Form 3-7298, Records Locator Inventory Card and related documentation.	Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative or reference purposes.	GRS 16, item 2a.
2-19.54	Indispensable Records Control File, comprised of VA Form 70-3787, Notice of Shipment—VA Vital Records, and predecessor or equivalent forms and supporting papers.	Destroy 1 year from date of shipment to security depository and after disposition of related records.	National Archives Job NN 3292.
2-19.6	Administrative Issues History Files. Copies of departmental directives with supporting papers showing justification for issue, coordination, comments, concurrences.		
2-19.61	Paper format.	Retain. (Revised disposition pending.)	

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-19.62	Microfiche format.	Destroy when no longer needed for administrative or reference purposes.	VBA approved as nonrecord.
2-19.7	Mail Control Files.		
2-19.71	Statistical reports of postage used on out-going mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).	Destroy when 6 months old.	GRS 12, item 6b.
2-19.72	Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.	GRS 12, item 6d.
2-20	STRUCTURES AND LANDS. Correspondence, memorandums, and other material relating to land and acquisition, space utilization, development, management, and disposition of property.		
2-20.1	Material documenting policy, precedents, exceptions to and deviations from policy.	Retain. (Revised disposition pending.)	
2-20.2	Material reflecting specific and general questions and replies of a repetitive or one-time nature.	Destroy when 5 years old.	National Archives Job NCI 15-76-19.
2-20.3	Statement of assurance and compliance, certifying compliance with Title VII of the Civil Rights Act of 1964 (P.L. 88-352) and submitted by veterans' service organizations to whom office space and facilities are furnished.	Destroy upon receipt of a new statement, providing there is no complaint pending against the service organization.	National Archives Job NN 167-112.
2-20.4	Department Space Files. Records relating to the allocation, utilization, and release of space under department control, and related reports to the General Services Administration.		
2-20.41	Building plan files and related agency records utilized in space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.	GRS 11, item 2a.
2-20.42	Correspondence with and reports to staff agencies relating to department space holdings and requirements.		

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-20.43	Department reports to the General Services Administration regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.	Destroy when 2 years old.	GRS 11, item 2b(1).
2-20.44	Copies in subordinate reporting units and related work papers.	Destroy when 1 year old.	GRS 11, item 2b(2).
2-21	SUPPLIES, SERVICES AND EQUIPMENT. Correspondence, memorandums, and other material relating to the procurement, use, management, and disposal of equipment, supplies, and materials; requests or requisitions for work or repair service.		
2-21.1	Material documenting policy, precedents, exceptions to and deviations from policy.	Retain. (Revised disposition pending.)	
2-21.2	Material pertaining to repetitive operations and routine replies to inquiries.	Destroy when 5 years old.	National Archives Job NN 164-4.
2-22	TRAVEL. Correspondence, memorandums, special studies and other material relating to travel or transportation of employees at Government expense, private individuals rendering service to VA when their travel is on official business, and authorized travel of VA beneficiaries and their attendants.		
2-22.1	Documentation of significant actions in the conduct of the travel program of VBA which relates to establishment of VBA policy in implementing basic VA procedure INCLUDING records such as VBA evaluation of changes in organizational responsibility for travel functions; establishment of policy in situations peculiar to VBA operations; increase in per diem rates; and similar aspects of administration of the VBA travel program.	Destroy when 10 years old.	National Archives Job NN 164-4.
2-22.2	Material which pertains to routine and repetitive, day-to-day conduct of the travel activity, INCLUDING material such as explanations and interpretations of procedures as applicable to particular situations, e.g., transportation of household goods, reimbursement of parking fees, authority to travel outside the United States, consolidated travel authorizations, individual travel authorizations, correspondence relating to individual employees.	Destroy when 3 years old.	GRS 9, item 3a.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

B.DISTINCTIVE PROGRAM RECORDS

LOAN GUARANTY SERVICE RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-22.3	Benefit Inquiry File. Inquiries on the status of individual cases, including inquiries from veterans, questioning mostly the nonreceipt or amounts of checks, and replies thereto; related benefit payment inquiry forms, and inquiries to the DPC and replies (originals and copies).	Destroy 90 days after end of month in which reply is sent.	National Archives Job NN 163-14.
2-23	Loan guaranty correspondence and other material pertaining to loan guaranty procedures relative to specially constructed or adapted houses which document routine, repetitive activities, or which serve as reference for answers to similar inquiries, communicates current construction requirements or credit restrictions, and reiterates existing policy, procedures, or requirements.	Destroy when 10 years old.	National Archives Job NN 163-4.
2-24	Loan guaranty records relating to routine, repetitive activities in day-to-day conduct of the program involving field station operations routinely requiring Central Office decisions and/or approval, such as authorization to terminate a loan, authorization for repairs exceeding a designated amount in cost on acquired properties (individual cases), approval of direct loans to VA employees, inquiries concerning applications for direct loans, and similar material.	Destroy when 10 years old.	National Archives Job NN 163-4.
2-25	GIL (Guaranteed and Insured Loan) System Records.		
2-25.1	GIL Semiannual Numerical Listing-Microfiche (COIN GIL 50-02) and Semiannual Alphabetical Listing-Microfiche (COINS GIL 50-03A and 50-03B).	Destroy 3 years after termination of the Loan Guaranty program and exhaustion of all guaranteed and insured loan entitlements.	National Archives Job N1-15-86-4.
2-25.2	GIL Monthly Supplemental Numerical Listing-Microfiche (COIN GIL 10-01 N) and GIL Supplemental Alphabetical Listing-Microfiche (COINS GIL 10-01A and 10-01 B).	Destroy after receipt of succeeding supplemental or semi-annual listing, whichever is received earlier.	National Archives Job N1-15-86-4.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-25.3	GIL Rejects Listings (COINS GIL 04-01, 09-02, 10-06, and 03-05).	Destroy when 3 months old.	National Archives Job N1-15-86-4.
2-25.4	GIL Monthly Application Status Report (COIN GIL 09-01).	Destroy after receipt of succeeding monthly report.	National Archives Job N1-15-86-4.
2-25.5	Printout of Deleted GIL Records (COIN GIL 10-02) and GIL Record Printouts (COIN GIL 10-03).	Destroy after review and completion of all actions.	National Archives Job N1-15-86-4.
2-26	Elapsed Processing Time Reports.		
2-26.1	Elapsed Processing Time-Acceptance of Offers and Sales Closings, COIN PMS 01-04.	Destroy when 2 years old.	National Archives Job N1-15-86-13.
2-26.2	Elapsed Processing Time-Summary COIN PMS 01-05.	Destroy when 3 months old.	National Archives Job N1-15-86-13.
2-27	Specially Adapted Housing Records.		
2-27.1	Specially Adapted Housing Grant Card File (3 x 5 cards arranged by claim number).	Maintain in VA Central. Office Loan Guaranty Service. Destroy entire file after close of the Paraplegic Housing Grant program.	VBA approved as nonrecord.
2-27.2	Specially Adapted Housing Grant Record Card File (3 x 5 cards arranged alphabetically by name).	Maintain in VA Central. Office Loan Guaranty Service. Destroy entire file after close of the Paraplegic Housing Grant program.	VBA approved as nonrecord.
2-27.3	Specially Adapted Housing Grant Record Card, VA Form 26-1836 (arranged numerically by PH or AH no.)	Maintain in VA Central. Office Loan Guaranty Service. Place card in inactive file every 5 years and retire to Federal records center. Destroy 50 years from date of retirement.	National Archives Job N1-15-86-7.
2-27.4	Specially Adapted Housing Grant Case Number Register.	Destroy completed pages when 5 years old.	VBA approved as nonrecord.
2-28	Property Management System Reports.		
2-28.1	Report on Analysis of Properties Sold-Totals, COIN PMS 01-01.	Destroy October through August reports upon receipt of the succeeding month's report. Destroy end of month September reports when 10 years old.	National Archives Job N1-15-86-10.

SUBJECT—NUMERIC AND DISTINCTIVE PROGRAM RECORDS

Item No.	Title and/or Description	Disposition	Authority
2-28.2	Report on Analysis of Properties Sold—Totals, Sales on Terms, COIN PMS 01-02.	Destroy October through August reports upon receipt of the succeeding month's report. Destroy end of month September reports when 10 years old.	National Archives Job N1-15-86-10.
2-28.3	Report on Analysis of Properties Sold—Totals, Sales for Cash, COIN PMS 01-03.	Destroy October through August reports upon receipt of the succeeding month's report. Destroy end of month September reports when 10 years old.	National Archives Job N1-15-86-10.
2-29	Paraplegic Housing Folders.		
2-29.1	Paraplegic Housing Grant Folders documenting the veteran's application for grant of assistance in securing specially adapted housing under 38 U.S.C., ch. 21 and related VA action INCLUDING some or all of the following: Veteran's supplemental application; VA report of medical feasibility; VA determination of basic legal eligibility or ineligibility; VA commitment to advance funds, plans, specifications, appraisal and inspection reports, and other pertinent material relating to the proposed dwelling and land; evidence of disbursement of grant of assistance and final accounting and related material and correspondence.	Retire closed cases to Federal records center annually. Destroy 30 years after case is closed.	National Archives Job II NN 3491.
2-29.2	Paraplegic Housing Folders. Deceased veterans. Case folders on veterans determined to be eligible for specially adapted housing program benefits under 38 U.S.C., ch. 21, who die before issue of VA commitment or fulfillment of any other conditions of the statute and 38 CFR 36.4400 through 36.4410 under which full grants are possible.		
2-29.21	Folders on cases of deceased veterans in which it is determined that no claim will be filed by veterans' estates and others for housing acquisition expense incurred by veterans in anticipation of grants. Contents also include: certificates of veterans' basic eligibility and medical feasibility of specially adapted housing, copies of basic eligibility notices to veterans and servicing regional offices, correspondence with regional offices on case status and confirmation of death.	Destroy 5 years after receipt of regional office confirmation that no estate claim will be filed.	National Archives Job NN 165-140.

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Item No.	Title and/or Description	Disposition	Authority
2-29.22	Folders on cases in which "claims of veterans' estates and others for expenses incurred by veterans in anticipation of grants are paid or denied wholly or in part. Contents also include record copies of documentation on claims settlement.	Destroy 10 years after claim for reimbursement has been paid or denied or 10 years after veteran's death if no reimbursable claim has been filed.	National Archives Job NC1-15-77-6.
2-30	Educational Institution and Training Establishment Files. All records affecting approval, amendment, revision, withdrawal or disapproval of educational institutions, apprenticeship and other job training establishments for training eligible persons under laws administered by VA. INCLUDES all supporting papers and correspondence submitted by State Approving Agencies, VA Federal and State agencies, veterans, educational and training establishments and institutions; notice of changes in programs, courses and schedules; reports of supervision for approval purposes; etc.		
2-30.1	Approved Institutions/Establishments.	Retain in the VBA Central Office VR&E Service, Operations Division, as an active file. Purge files during routine processing and/or at least once a year and destroy noncurrent material that is 7 years old.	National Archives Job NC1-15-85-8.
2-30.2	Institutions/Establishments Not Currently Approved.	Relocate to inactive storage area 1 year after the date the approval was withdrawn. Destroy after 6 years.	National Archives Job NC1-15-85-8.
2-30.3	Disapproved Institutions/Establishments.	Destroy 1 year from the date the application was disapproved.	National Archives Job NC1-15-85-8.
2-30.4	Institutions/Establishments Involved in Litigation or Investigation by VA or other agency.	Destroy 3 years after date of final action on the litigation or investigation.	National Archives Job NC1-15-85-8.

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Item No.	Title and/or Description	Disposition	Authority
2-30.5	Approved Institution and Establishment Reports File. Includes listings and statistical summaries of institutions and establishments approved for training under Title 38, U.S.C., chapters 32, 34, and/or 35.		
2-30.51	Paper copies when a microfiche copy exists.	Maintain by fiscal year. Destroy when 1 year old.	National Archives Job NC1-15-83-6.
2-30.52	Microfiche or paper copies.	Maintain by fiscal year. Destroy 3 years after termination of education programs and exhaustion of all educational entitlements.	National Archives Job NC1-15-83-6.
2-31	Contract Files (VR&E In Residence). Copies of contracts for education and training of veterans under the provisions of laws administered by VA and the related correspondence and supporting documents, including catalogs, statements of charges, and letters of authorization.		
2-31.1	Files relating to cases under litigation or on appeal, or transferred for possible action to the Department of Justice or General Accounting Office.	Destroy 11 years after termination of contract and after completion of all action.	National Archives Job II NN 3449.
2-31.2	All others.	Destroy 11 years after termination of the contract.	National Archives Job II NN 3449.
2-32	State Approving Agency Records.		
2-32.1	State Approving Agency Report and Voucher Files. Reports on the number of inspections, approvals, and supervisory visits to schools furnishing courses of education and training, and to establishments furnishing on-the-job training courses to veterans under Pub. L. 89-358; extra copies of vouchers and related papers filed therein.	Destroy 3 years after close of contract year.	National Archives Job II NNA 2019.
2-32.2	State Approving Agencies Contract Files. Copies of agreements for reimbursement to State agencies for inspection, approval and supervision of proprietary schools and on-the-job training establishments under Pub. L. 89-358; related correspondence and supporting documents filed therein.	Destroy 11 years after termination of contract.	National Archives Job II NN 2150.

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Item No.	Title and/or Description	Disposition	Authority
2-33	Emergency Veterans Job Training Act Employer Folders maintained in Central Office.		
2-33.1	Approval Folders on employers who hired a veteran within the prescribed time period.	Destroy 6 years after the last veteran ceases to participate in the program or 6 years after termination of program whichever is later, and after settlement of appeals and any other pending matters.	National Archives Job NC1-15-84-20.
2-33.2	Approval folders on employers who did not hire a veteran within the prescribed time period.	Destroy 3 years after termination of the program and after settlement of appeals and any other pending matters.	National Archives Job NC1-15-84-20.
2-33.3	Employer Job Training Disapproval Folders.	Destroy 6 years after the last veteran ceases to participate in the program or 6 years after termination of the program whichever is later, and after settlement of appeals and any other pending matters.	National Archives Job NC1-15-84-20.
2-34	Application for Certified Rehabilitation Counselor Maintenance, VA Form 28-0521.	Destroy 1 year from the end of the calendar year in which the training took place.	National Archives Job N1-15-89-2.